



Purchasing Agent

CITY OF LONG BEACH
EMPLOYMENT OPPORTUNITY



THE COMMUNITY



Ideally located on the Pacific Ocean south of Los Angeles, adjacent to Orange County, the City of Long Beach, California (population 469,428) is frequently described as a series of strong, diverse interwoven smaller communities within a large city. Enjoying an ideal Southern California climate, Long Beach is home to an abundance of cultural and recreational options. The Long Beach Convention Center, Aquarium of the Pacific, Queen Mary and the annual Toyota Grand Prix of Long Beach, plus a wide variety of other attractions (two historic ranchos, three marinas, and five golf courses), serve to draw 5.5 million visitors a year. The City is also home to California State University, Long Beach and Long Beach City College. Cal State Long Beach is the second largest university in the state and was recently ranked the No. 3 best-value public college in the nation. Serving the K-12 student population, the Long

Beach Unified School District consistently ranks among the Top 10 urban school districts in the country. Covering approximately 50 square miles, Long Beach is supported by a wide mix of industries with education, health and social services, manufacturing, retail trade, and professional services comprising the highest representation. While it offers all the amenities of a large metropolis, many say Long Beach has the added benefit of having maintained a strong sense of community and cohesiveness despite its growth. Long Beach is the seventh largest city in California, and has been referred to as the “most diverse city” in the country by USA Today. A superb climate, quality schools, a vibrant downtown, and a wide variety of neighborhoods help make Long Beach one of the most livable communities in the country.

CITY GOVERNMENT

Long Beach is a full-service Charter City governed by nine City Council members who are elected by district. The Mayor is elected at-large. Elected officials also include the City Attorney, City Auditor, and City Prosecutor. Elected officials are subject to a two-term limit, which allows them to serve for a maximum of eight years. The City Council appoints a City Manager to oversee the administration of 14 City departments, excluding those under the direction of a separately elected official, Board or Commission. In addition to its traditional services, Long Beach maintains one of the world’s busiest seaports, which serves as a leading gateway for international trade. The City also has its own full-service commercial airport and is one of only three cities in California with its own Health and Gas & Oil Departments. Long Beach is supported by a total FY 2014-15 budget of approximately \$3 billion, with the General Fund budget totaling \$419 million. More than 5,800 full and part-time employees support municipal operations with the majority being represented by nine unions.



THE POSITION

The Purchasing Agent (Officer) oversees the day to day operations of the Purchasing Division. This division is responsible for managing purchasing processes & development of related policy throughout the City (exclusive of the Water and Harbor departments). The Division either directly manages purchasing activities or sets the policy and procedures that others must follow, and provides review and control over all proposed purchases. The Division is responsible for certifying and ensuring compliance with Long Beach Small Business Enterprise (SBE), Equal Benefits Ordinance (EBO), Disadvantaged Business Enterprise (DBE), Project Labor Agreement (PLA) HUD Section 3 program elements and labor compliance as it relates to City contracts, and local business retention. The Division is also responsible for centralizing purchasing of citywide commodities such as office supplies. The Purchasing Agent (Officer) directs the activities of the buyers and other support staff and reports to the Purchasing and Business Services Manager, who in turn reports to the Director of Financial Management.

CHALLENGES AND OPPORTUNITIES

- Overseeing the division's participation in a citywide ERP (financial and human resource system) implementation.
- Developing policies and procedures to ensure consistent approach across all procurement channels citywide
- Improving internal and external customer service and bid quality and developing performance measures.
- Support and prepare for disadvantaged business outreach and training for internal and external customers
Assisting the operating departments to develop bid and RFP specifications and improving the operating departments' understanding of the overall purchasing processes and their roles and responsibilities through training and outreach.

QUALIFICATIONS

The position requires a Bachelor's degree in business or public administration, or closely related field, along with a minimum of six years of purchasing experience (with a minimum of two years supervisory experience) Training and/or certifications in purchasing and purchasing management is highly desirable; equivalent experience may be considered. Appropriate certifications include, Certified Public Purchasing Officer (CPPO), or Certified Professional Public Buyer (CPPB) or Certified Purchasing Manager (CPM). Experience in fleet purchases, capital project construction bidding, and professional services RFPs is preferred, as is experience and demonstrated ability to manage a purchasing operation and associated staffing. Expertise in governmental purchasing is necessary. Familiarity and experience with SBE, DBE and Section 3 programs, and ideally with project labor agreements PLA, is highly desirable. This position also requires excellent communication skills, both oral and in writing, including the ability to present to the public and at City Council meetings. Work experience in a comparable sized agency with similar complex and diverse operations is desirable.

THE SUCCESSFUL CANDIDATE

- Has a broad staff development understanding from discipline to training and managing a diverse team with a challenging workload.
- Will enjoy and be comfortable working with staff and managers at all levels.
- Will enjoy working in an informal work environment, which relies significantly on relationships as well as traditional organizational structures.
- Has the ability to develop or utilize existing working relationships to improve processing times and eliminate delays in processing sensitive or urgent projects.
- Will be able to handle significant challenges, both of a longer-term nature and immediate normal day-to-day issues.
- Will be able to continually re-prioritize and determine the needs to focus the division's resources on its core mission.
- Will be able to oversee preparation of purchasing information for City Council meetings, answer questions and make any necessary presentations to City Council and the public.
- Will manage the Long Beach Small Business Enterprise (SBE), Equal Benefits Ordinance (EBO), Disadvantaged Business Enterprise (DBE), Project Labor Agreement (PLA) HUD Section 3 program, and maintain and manage encouragement of participation by Long Beach businesses through ongoing and continual outreach
- Will work to foster and develop relationships with other local & regional agencies to maximize the leverage on pricing or service delivery in the marketplace on behalf of all internal customers.

COMPENSATION + BENEFITS

The annual salary for this position is expected to be in the \$100,000 to \$120,000 range.

- Vacation (12 days after one year of service, 15 days after four years and six months of service, and 20 days after 19 years and six months of service);
- Holidays (nine designated days plus four floating personal holidays per year);
- Sick leave (one day earned per month with unlimited accumulation; conversion upon retirement to cash credit toward health and/or dental insurance premiums or retirement service credits);
- Executive leave (40 hours per year);
- Bereavement leave (three days for death or critical illness of a family member or domestic partner plus three days of accrued sick leave if needed);
- Health insurance (choice of one HMO or one PPO plan, with the City paying the major portion of the premium for employee and dependents);
- Dental insurance (two plans available for employee and dependents);
- Disability insurance (City-paid short- and long-term disability insurance benefits);
- Life insurance (City-paid term life insurance policy equal to three times annual salary to a maximum of \$500,000 in additional to \$20,000 term life);
- Management physical (annual City-paid physical examination);
- Automobile allowance; and deferred compensation available through ICMA Retirement Corporation.
- Retirement through the California Public Employees' Retirement System (CalPERS), coordinated with Social Security. 2.5% at 55 plan for classic employees (prior or current CalPERS or reciprocating agency members with a 60 month or more break in service); 2.0% at 62 plan for new employees/new CalPERS members and for prior CalPERS or reciprocating agency members with a 6-month or more break in service, subject to limitations set by PEPR.

APPLICATION PROCESS

This recruitment will close at **4:00 p.m. on Thursday, August 20, 2015**. The recruitment may be extended if sufficient qualified applications are not received. To be considered for this opportunity, please submit a cover letter, resume, salary history, responses to the attached supplemental questions, and list of three professional references in Microsoft Word or Adobe PDF format to **Daniel.Casey@longbeach.gov**. Include the recruitment code **FM15-028** in the subject line of your email.

Following application screening, the City anticipates inviting a small group of candidates for interviews. An appointment is contingent upon the completion of a thorough reference and background check. References will not be contacted until the end of the process upon consultation with the selected candidate.

This information is available in an alternative format by request to the Personnel Services Division at (562) 570-5486. If you require an accommodation because of a disability in order to participate in any phase of the application process, please request it when submitting your application, or call (562) 570-5486.

In support of the City's Language Access Policy, bilingual skills (Spanish, Khmer and/or Tagalog) are desirable for positions interacting with the public.

EQUAL OPPORTUNITY

The City of Long Beach is an Equal Opportunity Employer and values diversity at all levels of the organization.

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Supplemental Questions

1. Identify and describe how a previous manager's style influenced you and your work environment. Describe your own management style. How do you build effective relationships to motivate staff?
2. The performance of the various tasks for this position involves considerable multi-tasking and the ability to continually prioritize one's work. Please describe your multi-tasking and time management abilities and provide specific examples from your experience and how you teach or implement that system with others.
3. Describe a major project you managed that involved multiple stakeholders with competing interests. How did you balance the needs of the stakeholders and resolve their issues while ensuring the project moved forward?